



CITY OF
ST. AUGUSTINE
EST. 1565

CITY OF ST. AUGUSTINE SPECIAL MAGISTRATE CODE ENFORCEMENT

WEDNESDAY, DECEMBER 3, 2025 - 9:00 AM

ALCAZAR ROOM

1. Swearing in of Staff
2. Approval of Minutes
3. General Public Comments for Items Not on the Agenda
4. Modifications to the Agenda
5. New Violation Hearing
 - a) CE2025-0365
Rtc Smart & Construction LLC
28 Rollins Ave
Ch. 8 Sec. 8-608-
Permits required.
 - b) CE2025-0443
Richardson, Keith
22 DeSoto Pl
Ch. 8 Sec. 8-608-
Permits required.
6. Fine Assignment Hearing
 - a) CE2024-0478
Sellars, Susanne M
91 Kings Ferry Way
Ch. 8 Sec. 8-608-
Permits required.

7. Fine Reduction Hearing
(None)
8. Lien Hearing
 - a) CE2024-0394
Wolkoff William J Trust, Wolkoff
William, J T
186 Pelican Reef
Ch. 25 Sec. 25-56-
Tree removal and replacement.
 - b) CE2025-0396
Gunther, Jeffery
18 Locust Ave
Ch. 28 Sec. 28-146-
Registration.
 - c) CE2025-0232
Beale, Jason
10 Sanchez Ave
Ch. 28 Sec. 28-146-
Registration
9. Compliance Hearing
 - a) CE2025-0483
Kalil Land LLC
95 Chapin St
Ch. 25 Sec. 25-56-
Tree removal and replacement.
10. Previously Heard Cases Update
11. City Attorney Items
12. Other Business
13. Adjournment

Notices: In accordance with Florida Statute 286.0105: "If any person decides to appeal any decision made by the Code Enforcement, Adjustments and Appeals Board with respect to any matter considered at this scheduled meeting or hearing, the person will need a record of the proceedings, and for such purpose the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice not later than seven days prior to the proceeding at the address given on the notice. Telephone: (904) 825-1007; 1-800-955-8771 (TDD) or 1-800-955-8770 (V), via Florida Relay Service.

Please note that one or more members of the City Commission or its appointed boards or committees may attend this meeting and participate, however they may not engage in a discussion or debate amongst themselves on any issue that will likely come before their respective elected or appointed body.

The materials prepared and presented are part of the City's ongoing Florida Public Records and Government in the Sunshine compliance and are not intended to be relied upon or to reach investors or the trading market.

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

Homestead Compliance

Sales Questionnaire Form

If you are a new owner of this property, please click here to submit a Sales Questionnaire

Skip to main content

Sales Questionnaire

2024 TRIM Notice St. Johns County, FL

2024 TRIM Notice (PDF)

Summary

Parcel ID	1206900000
Location Address	28 ROLLINS AVE SAINT AUGUSTINE 32084-0000
Neighborhood	King-Madore West Old Dixie (2500)
Tax Description*	8-83 ROLLINS SUB LOT 14 BLK 1 OR6092/1721 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Single Family (0100)
Subdivision	Rollins Subdivision-Second Amended
Sec/Twp/Rng	45-7-29
District	City of St Augustine (District 452)
Millage Rate	19.5552
Acreage	0.160
Homestead	N

[Click Here to Open Cyclomedia Viewer in a New Tab](#)



Owner Information

Owner Name	Rtc Smart & Construction LLC 100%
Mailing Address	13720 SW 21 TER MIAMI, FL 33175-0000

Sec. 8-608. - Permit required.

It shall be unlawful for any person, firm, or corporation to construct, erect, alter, repair, or demolish any building within the city without first obtaining a permit therefor from the planning and building department, and upon the payment of such reasonable fees adopted by the city. The building official is empowered to revoke any such permit upon a determination that the construction, erection, alteration, repair, or demolition of the building for which the permit was issued is in violation of, or not in conformity with, the provisions of the city building codes. Installation, replacement, removal, or metering of any load management control device is exempt from and shall not be subject to the permit process and fees otherwise required by this section.

**CITY OF ST. AUGUSTINE
MEMORANDUM**

TO: Code Enforcement Special Magistrate

DATE: November 22, 2025

SUBJECT: Case Number: CE2025-0365

**RESPONDENT: EDUARDO TORRES FALCON
RTC SMART & CONSTRUCTION LLC**

LOCATION: 28 Rollins Avenue Augustine Fl 32084

PARCEL NUMBER: 1206900000

VIOLATION: City Code, Chapter 8, Sec. 608- Permits Required

BACKGROUND INFORMATION:

My name is James Tomaselli, and I have been sworn in. I am a Code Enforcement Officer for the City of St Augustine, in this capacity for approximately 24 months, with prior experience obtained as a State Investigator with DBPR addressing Unlicensed Activity and Contractor Malfeasance for approximately four years. This case, number **CE2025-0365**, concerns the property located at **28 ROLLINS AVENUE**, in the City of Saint Augustine, located in Saint Johns' County, FL. According to the official records of the Property Appraiser of St. Johns County, the property owners are, **EDUARDO TORRES FALCON & RTC SMART & CONSTRUCTION LLC**, and it is reflected as such on the agenda for today's meeting.

On **JUNE 3, 2025**, I observed what appeared to be construction work on the residence identified above; as there was construction debris placed at the curb in plain view, and on the property. I conducted a search of the city database Cityworks to determine if any permits have been issued at the property for construction related work and determined no applications have been filed. I contacted an unidentified worker, who opened the front door. I was able to clearly see regulated work being performed. I asked if he could show me what he was doing and was invited in, where I viewed and photographed the extensive remodeling work being performed. The worker contacted his Boss Marlin who I spoke with over the telephone and advised him the work being performed required permits, to which he responded, "we hired a contractor and I was under the impression he had obtained them." based upon my findings; a **STOP WORK ORDER** was initiated.

On **JUNE 9, 2025**, the proper permits were applied for, however, payment was never received. I spoke with Marlin a number of times during the next few months urging him to make the payments and have the permits issued, he responded the contractor walked off with their money and they were going to step away from the project, as they were upside down.

I issued an Official Notice of Violation to **EDUARDO TORRES FALCON & RTC SMART & CONSTRUCTION LLC**, on **NOVEMBER 11, 2025**. In the notice, I cited a violation of the City of Saint Augustine Code, **Chapter 8, Sec. 608- Permits Required**, for working without required permits.


The Notice of Violation and the Notice of Hearing were sent to the Respondent via certified mail, and a NOTICE DELIVERED was uploaded to USPS Tracking on NOVEMBER 19, 2025.

I have established contact with the Respondent and feels he understands the violation.

On June 3, 2025, I photographed the property. The photograph accurately shows what I saw on that date and has not been altered in any way. Because compliance was not achieved, a Notice of Hearing was issued on November 11, 2025, which was **VERIFIED** delivered to the Respondents via certified mail, according to the USPS Tracking Site on NOVEMBER 19, 2025.

On NOVEMBER 20 & 21, 2025, Copies of the NOTICE of VIOLATION and NOTICE of HEARING were posted to the property and at the City of Saint Augustine Clerks' Office.

That concludes my presentation at this time pending any questions you may have.

A handwritten signature in black ink, appearing to read 'J. Tomaselli', is written over a horizontal line.

James Tomaselli
Code Enforcement Officer

Jun 3, 2025 at 11:52:42 AM
St. Augustine, FL 32084



Jun 3, 2025 at 11:52:54 AM
St. Augustine, FL 32084



Jun 3, 2025 at 11:51:45 AM
St. Augustine, FL 32084



Jun 3, 2025 at 11:52:56 AM
St. Augustine, FL 32084





**CITY OF ST. AUGUSTINE
CODE ENFORCEMENT DIVISION
75 King Street
St. Augustine, FL 32084
904-825-1065**

CODE ENFORCEMENT DIVISION

OFFICIAL NOTICE OF SPECIAL MAGISTRATE HEARING

November 15, 2025

**IN THE MATTER OF: Owner(s): EDUARDO TORRES FALCON
RTC SMART & CONSTRUCTION LLC**

Address: 13720 SOUTHWEST 21ST TERR MIAMI FL 33174

Case #: CE2025-0365

HEREBY KNOWN AS RESPONDENT (S)

RE: VIOLATION OF SECTION(S):

Code of Law and Ordinances of St. Augustine, Florida Chapter (8), Section (608)

SITE OF VIOLATION: 28 Rollins Ave Saint Augustine FL 32084

LEGAL DESCRIPTION: 8-83 ROLLINS SUB LOT 14 BLK 1 OR6092/1721

PARCEL NUMBER: 1206900000

The purpose of this letter is to notify you that the City of St. Augustine Special Magistrate will meet on **WEDNESDAY, DECEMBER 3, 2025, at 9:00 a.m.** in the Alcazar Room at City Hall, 75 King Street, and you have been placed on the agenda for the meeting in the matter of the following violations:

Chapter 8, Section(s) 608- PERMITS REQUIRED

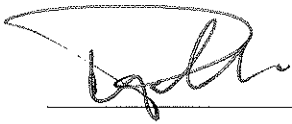
This is your "Official Notice" for you or your representative to appear before the Special Magistrate to respond to your violation. The Special Magistrate will conduct a hearing, in accordance with F.S. 162.07, concerning your case and, subsequently, She will issue findings of fact and may order corrective action and compliance by a specific date. Again, we believe it is

CE2025-0365

important that you be present at the meeting to address the Special Magistrate. If the violation is corrected and then recurs, or if the violation is corrected prior to the referenced hearing, this case may still be presented to the Special Magistrate.

In accordance with Florida Statutes 286.0105: "If any person decides to appeal any decision made by the Code Enforcement, Adjustments & Appeals Board with respect to any matter considered at this scheduled meeting, the person will need a record of the proceedings and, for such purpose, the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

If you have any questions concerning this correspondence, please contact the Code Enforcement Inspector indicated below.



JAMES TOMASELLI
Code Enforcement Inspector
City of St. Augustine
Planning & Building Department
P.O. Box 210
St. Augustine, FL 32085-0210
904 669 0665

Certified Mail Number: 9489 0090 0027 6675 2533 72, 9489 0090 0027 6675 2533 89

: David Birchim, City Manager

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice no later than seven days prior to the proceeding at the address given on the notice.

Telephone (904) 825-1007, 1-800-955-8771 (TDD) or 1-800-955-8770 (V), via Florida Relay Service.



CITY OF ST. AUGUSTINE
CODE ENFORCEMENT DIVISION
75 King Street
St. Augustine, FL 32084
904-825-1065

CODE ENFORCEMENT DIVISION

NOVEMBER 15, 2025

IN THE MATTER OF: Name: **EDUARDO TORRES FALCON
RTC SMART & CONSTRUCTION LLC**

Address: **13720 SOUTHWEST 21ST TERR MIAMI FL
33174**

Case #: **CE2025-0365**

HEREBY KNOWN AS RESPONDENT(S)

OFFICIAL NOTICE OF VIOLATION

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida

Code Section : Chapter 8, Sec. 608- PERMITS REQUIRED

SITE OF VIOLATION: **28 ROLLINS AVE SAINT AUGUSTINE FL. 32084**

LEGAL DESCRIPTION: **8-83 ROLLINS SUB LOT 14 BLK 1 OR6092/1721**

PARCEL NUMBER: **1206900000**

The City of St. Augustine conducted an inspection and/or review of City records regarding the subject property on **JUNE 03, 2025** which revealed the following violations:

RESPONDENT PERFORMED INTERIOR AND EXTERIOR RENOVATIONWORK WITHOUT REQUIRED PERMITS OR PERMISSIONS

It is the Finding of the Code Enforcement Division of the Planning and Building Department of the City of St. Augustine that the Respondent shall comply with the above cited sections of the City Code of St. Augustine, Florida, by **IMMEDIATELY, or a fine of \$250.00 per day may** be imposed by the Magistrate.

Notice of Violation
CE2025-0365

The violation may be corrected via: **APPLYING FOR PROPER PERMITS, PAYING FEES, OBTAINING INSPECTIONS, AND NOTIFYING CODE ENFORCEMENT OF RECEIPT OF PERMITS**

It is our goal to enforce the codes and ordinances of the City and to protect the health, safety and welfare of the citizens of St. Augustine and, accordingly, your cooperation regarding this matter is greatly appreciated. If you should have any questions concerning this matter, please contact the Code Enforcement Division at (904) 825-1066.



JAMES TOMASELLI
Code Enforcement Inspector
904 669 0665

CITY OF ST. AUGUSTINE
Planning and Building Department
P.O. Box 210
St. Augustine, FL 32085-0210
(904) 825-1066

Certified Mail Number: 9489 0090 0027 6675 2533 72
9489 0090 0027 6675 2533 89

cc: John P. Regan, City Manager
CEAAB File

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice no later than seven days prior to the proceeding at the address given on the notice. Telephone (904) 825-1007, 1-800-955-8771 (TDD) or 1-800-955-8770 (V), via Florida Relay Service.

AFFIDAVIT OF SERVICE

STATE OF FLORIDA
COUNTY OF ST. JOHNS
CITY OF ST. AUGUSTINE

EDUARDO TORRES FALCON
RTC SMART & CONSTRUCTION LLC

13720 SOUTHWEST 21ST TERR MIAMI FLORIDA 33175

Respondent (s)

CODE ENFORCEMENT BOARD/SPECIAL MAGISTRATE CASE NUMBER: **CE2025-0365**

I, **JAMES TOMASELLI**, being duly sworn and deposed say:

1. That I am employed by the City of St. Augustine Code Enforcement Department.

I That pursuant to Florida Statute 162.12, on **NOVEMBER 22, 2025**, received a copy of the attached Notice of Hearing for the hearing dated **DECEMBER 3, 2025**

PRIMARY SERVICE:

2. That on **NOVEMBER 14, 2025**,

I mailed said Notice by certified U. S. Mail to the respondent, at the above listed address.

9489 0090 0027 6675 2533 72, 9489 0090 0027 6675 2533 89

3. That on _____

I hand delivered said Notice to _____.

SECONDARY SERVICE:

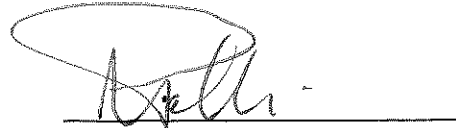
4. That on, **NOVEMBER 20, 2025**,

I posted said Notice on the property located at

28 ROLLINS AVENUE SAINT AUGUSTINE FLORIDA 32080.

5. That on **NOVEMBER 21, 2025,**

I posted said Notice at the City of St. Augustine Clerks Office located at 75 King St., St. Augustine, FL.

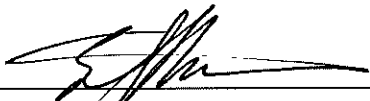


JAMES TOMASELLI

Code Enforcement Inspector

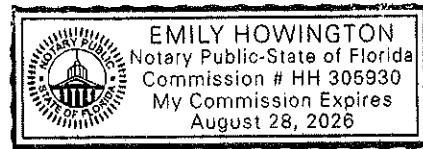
FURTHER, Affiant saith not.

SWORN TO AND SUBSCRIBED BEFORE ME THIS 24 DAY OF November, 2025.



Notary Public, State of Florida

My Commission Expires: 28 day of August, 2026.



St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

Homestead Compliance

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID 2032100050
Location Address 22 DESOTO PL
 SAINT AUGUSTINE 32084-0000
Neighborhood City of St. Augustine (610)
Tax Description* CITY OF ST AUGUSTINE LOT 5 BLK46-J (EX E PT IN OR517/250)
 33.5FT ON DESOTO PL OR2836/465
**The Description above is not to be used on legal documents.*
Property Use Code Single Family (0100)
Subdivision City of St Augustine
Sec/Twp/Rng 18-7-30
District City of St Augustine (District 452)
Millage Rate 19.5552
Acreage 0.110
Homestead Y

[Click Here to Open Cyclomedia Viewer in a New Tab](#)



Owner Information

Owner Name Richardson Keith 100%
Mailing Address 22 DESOTO PL
 SAINT AUGUSTINE, FL 32084-0000

Exemption Information

Exemption Type	Status	Amount
Homestead Band		\$25,722
Homestead		\$25,000

Sec. 8-608. - Permit required.

It shall be unlawful for any person, firm, or corporation to construct, erect, alter, repair, or demolish any building within the city without first obtaining a permit therefor from the planning and building department, and upon the payment of such reasonable fees adopted by the city. The building official is empowered to revoke any such permit upon a determination that the construction, erection, alteration, repair, or demolition of the building for which the permit was issued is in violation of, or not in conformity with, the provisions of the city building codes. Installation, replacement, removal, or metering of any load management control device is exempt from and shall not be subject to the permit process and fees otherwise required by this section.

**CITY OF ST. AUGUSTINE
MEMORANDUM**

TO: Code Enforcement Special Magistrate

DATE: November 22, 2025

SUBJECT: Case Number: CE2025-0443

RESPONDENT: KEITH RICHARDSON

LOCATION: 22 Desoto Place Augustine Fl 32084

PARCEL NUMBER: 2032100050

VIOLATION: City Code, Chapter 8, Sec. 608- Permits Required

BACKGROUND INFORMATION:

My name is James Tomaselli, and I have been sworn in. I am a Code Enforcement Officer for the City of St Augustine, in this capacity for approximately 24 months, with prior experience obtained as a State Investigator with DBPR addressing Unlicensed Activity and Contractor Malfeasance for approximately four years. This case, number **CE2025-0443**, concerns the property located at **22 DESOTO PLACE**, in the City of Saint Augustine, located in Saint Johns' County, FL. According to the official records of the Property Appraiser of St. Johns County, the property owner is, **KEITH RICHARDSON**, and it is reflected as such on the agenda for today's meeting.

On **AUGUST 14, 2025**, I observed what appeared to be a newly installed fence/trellis installed at the residence identified above; as it was installed on the west side of the driveway in plain view, at the property. I conducted a search of the city database Cityworks to determine if any permits have been issued at the property for construction related work and determined no applications have been filed.

On **AUGUST 21, 2025**, I sent the NOV to Respondent and determined it had been delivered on **SEPTEMBER 30, 2025**.

On **SEPTEMBER 22, 2025**, I posted the property with a copy of the NOV and NOH. On **SEPTEMBER 24, 2025**, I received a call from **Respondent Keith Richardson**, and after discussion it was determined the case would be removed from the agenda, and Respondent would apply for the appropriate permits.

On **NOVEMBER 20, 2025**, it was determined Respondent had failed to comply with agreement and obtain the required permits. Subsequently, A Notice of Hearing was initiated and sent to Respondent via Certified Mail.

I issued an Official Notice of Violation to **KEITH RICHARDSON**, on **AUGUST 21, 2025**. In the notice, I cited a violation of the City of Saint Augustine Code, **Chapter 8, Sec. 608- Permits Required**, for working without required permits.

The Notice of Violation was sent to the Respondent via certified mail, and the **NOTICE of VIOLATION WAS DELIVERED** and uploaded to USPS Tracking on **AUGUST 21, 2025**.

I have established contact with the Respondent and feels he understands the violation.

On **August 14, 2025**, I photographed the property. The photograph accurately shows what I saw on that date and has not been altered in any way. Because compliance was not achieved, a **Notice of Hearing** was issued on **November 20, 2025**, to the Respondents via certified mail, and is currently pending according to the USPS Tracking Site on .

On **NOVEMBER 20 & 21, 2025**, Copies of the **NOTICE of VIOLATION** and **NOTICE of HEARING** were posted to the property and at the City of Saint Augustine Clerks' Office.

That concludes my presentation at this time pending any questions you may have.

A handwritten signature in black ink, appearing to read "James Tomaselli", is written over a horizontal line.

James Tomaselli
Code Enforcement Officer

Aug 14, 2025 at 2:52:15 PM
St. Augustine, FL 32084





CITY OF ST. AUGUSTINE
CODE ENFORCEMENT DIVISION
75 King Street
St. Augustine, FL 32084
904-825-1065

CODE ENFORCEMENT DIVISION

August 21, 2025

IN THE MATTER OF: Name: **Keith Richardson**
Address: **22 Desoto Place Saint Augustine Florida 32084**
Case #: **CE2025-0443**

HEREBY KNOWN AS RESPONDENT(S)

OFFICIAL NOTICE OF VIOLATION

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida

Code Section: **City Code, Chapter 8, Section 8-608, Permits Required**

SITE OF VIOLATION: **22 Desoto Place St. Augustine Florida 32084**
LEGAL DESCRIPTION: **CITY OF ST AUGUSTINE LOT 5 BLK46-J (EX E PT IN
OR517/250) 33.5FT ON DESOTO PL OR2836/465**
PARCEL NUMBER: **2032100050**

The City of St. Augustine conducted an inspection and/or review of City records regarding the subject property on **August 18, 2025** which revealed the following violations:

RESPONDENT INSTALLED A NEW FENCE/TRELLIS ON WEST END OF DRIVEWAY WITHOUT PROPER PERMITS.

It is the Finding of the Code Enforcement Division of the Planning and Building Department of the City of St. Augustine that the Respondent shall comply with the above cited sections of the City Code of St. Augustine, Florida, **IMMEDIATELY** of the receipt of this Notice, or a fine of up to **\$250.00 per day** may be imposed by the Magistrate or Code Enforcement, Adjustments and Appeals Board. The violation may be corrected via:

APPLY FOR PROPER PERMITS, PAY APPROPRIATE FEES, AND OBTAINED REQUIRED INSPECTIONS

Notice of Violation
CE2025-0443

It is our goal to enforce the codes and ordinances of the City and to protect the health, safety and welfare of the citizens of St. Augustine and, accordingly, your cooperation regarding this matter is greatly appreciated. If you should have any questions concerning this matter, please contact the Code Enforcement Division at (904) 825-1066.



J. TOMASELLI
Code Enforcement Officer
904 669 0665

CITY OF ST. AUGUSTINE
Planning and Building Department
P.O. Box 210
St. Augustine, FL 32085-0210
(904) 825-1066

Certified Mail Number: 9489 0090 0027 6675 2548 05

cc: John P. Regan, City Manager
CEAAB File

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice no later than seven days prior to the proceeding at the address given on the notice. Telephone (904) 825-1007, 1-800-955-8771 (TDD) or 1-800-955-8770 (V), via Florida Relay Service.



EST. 1565
ST AUGUSTINE
EST. 1565

**CITY OF ST. AUGUSTINE
CODE ENFORCEMENT DIVISION
75 King Street
St. Augustine, FL 32084
904-825-1065**

CODE ENFORCEMENT DIVISION

OFFICIAL NOTICE OF SPECIAL MAGISTRATE HEARING

September 23, 2025

**IN THE MATTER OF: Owner: KEITH RICHARDSON
 Address: 22 Desoto Place Saint Augustine FL 32084

 Case #: CE2025-0443**

HEREBY KNOWN AS RESPONDENT(S)

RE: VIOLATION OF SECTION(S):

Code of Law and Ordinances of St. Augustine, Florida Chapter (8), Section (608)

SITE OF VIOLATION: 22 Desoto Saint Augustine FL 32084

**LEGAL DESCRIPTION: CITY OF ST AUGUSTINE LOT 5 BLK46-J (EX E PT IN OR517/250)
 33.5FT ON DESOTO PL OR2836/465**

PARCEL NUMBER: 2032100050

The purpose of this letter is to notify you that the City of St. Augustine Special Magistrate will meet on **WEDNESDAY, October 1, 2025, at 9:00 a.m.** in the Alcazar Room at City Hall, 75 King Street, and you have been placed on the agenda for the meeting in the matter of the following violations:

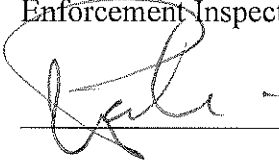
Chapter 8, Section(s) 608- To Demolish a Building, or a Portion of a Building or Structure, Without Approval by Staff or HARB, and/or Without a Permit; Construct, Erect, Alter, Repair Any Building or Historic Structure or Site Feature Without First Obtaining a

**Building Permit and/or HARB/Staff Approval-RESPONDENT CONSTRUCTED FENCE
IN FRONT YARD WITHOUT PERMITS**

This is your "Official Notice" for you or your representative to appear before the Special Magistrate to respond to your violation. The Special Magistrate will conduct a hearing, in accordance with F.S. 162.07, concerning your case and, subsequently, She will issue findings of fact and may order corrective action and compliance by a specific date. Again, we believe it is important that you be present at the meeting to address the Special Magistrate. If the violation is corrected and then recurs, or if the violation is corrected prior to the referenced hearing, this case may still be presented to the Special Magistrate.

In accordance with Florida Statutes 286.0105: "If any person decides to appeal any decision made by the Code Enforcement, Adjustments & Appeals Board with respect to any matter considered at this scheduled meeting, the person will need a record of the proceedings and, for such purpose, the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

If you have any questions concerning this correspondence, please contact the Code Enforcement Inspector indicated below.



JAMES TOMASELLI

Code Enforcement Inspector

City of St. Augustine

Planning & Building Department

P.O. Box 210

St. Augustine, FL 32085-0210

Certified Mail Number: 9489 0090 0027 6575 2542 18

cc: David Birchim, City Manager

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice no later than seven days prior to the proceeding at the address given on the notice. Telephone (904) 825-1007, 1-800-955-8771 (TDD) or 1-800-955-8770 (V), via Florida Relay Service.

9489 0090 0027 6675 2542 18

AFFIDAVIT OF SERVICE

STATE OF FLORIDA
COUNTY OF ST. JOHNS
CITY OF ST. AUGUSTINE

KEITH RICHARDSON

22 DESOTO PLACE SAINT AUGUSTINE FLORIDA 32084

Respondent (s)

CODE ENFORCEMENT BOARD/SPECIAL MAGISTRATE CASE NUMBER: **CE2025-0443**

I, **JAMES TOMASELLI**, being duly sworn and deposed say:

1. That I am employed by the City of St. Augustine Code Enforcement Department.

I That pursuant to Florida Statute 162.12, on **NOVEMBER 22, 2025**, received a copy of the attached Notice of Hearing for the hearing dated **DECEMBER 3, 2025**

PRIMARY SERVICE:

2. That on **NOVEMBER 20, 2025**,

I mailed said Notice by certified U. S. Mail to the respondent, at the above listed address.

9489 0090 0027 6575 2532 11

3. That on _____

I hand delivered said Notice to _____.

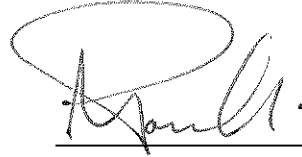
SECONDARY SERVICE:

4. That on, **NOVEMBER 20, 2025**,

I posted said Notice on the property located at
22 DESOTO PLACE SAINT AUGUSTINE FLORIDA 32084.

5. That on **NOVEMBER 21, 2025,**

I posted said Notice at the City of St. Augustine Clerks Office located at 75 King St., St. Augustine, FL.

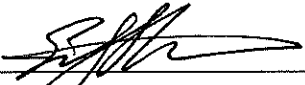


JAMES TOMASELLI

Code Enforcement Inspector

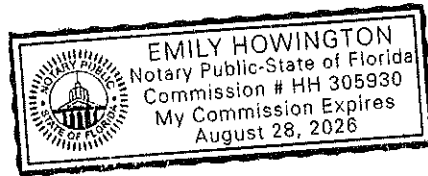
FURTHER, Affiant saith not.

SWORN TO AND SUBSCRIBED BEFORE ME THIS 24 DAY OF November, 2025.



Notary Public, State of Florida

My Commission Expires: 28 day of August, 2026.



St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

Homestead Compliance

Sales Questionnaire Form

If you are a new owner of this property, please click here to submit a Sales Questionnaire

Sales Questionnaire

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	2096400000
Location Address	91 KINGS FERRY WAY SAINT AUGUSTINE 32084-0000
Neighborhood	Genovar Addition (627)
Tax Description*	GENOVAR ADDN CITY LOT 7 BLK C OR6030/280 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Multi-Family (Less than 10 Units) (0800)
Subdivision	Genovar Addition
Sec/Twp/Rng	19-7-30
District	City of St Augustine (District 452)
Millage Rate	18.72
Acreage	0.130
Homestead	N

[Click Here to Open Cyclomedia Viewer in a New Tab](#)



Owner Information

Owner Name	Sellars Susanne M 100%
Mailing Address	178 BALDWIN AVE LOCUST VALLEY, NY 11560-0000

Sec. 8-608. - Permit required.

It shall be unlawful for any person, firm, or corporation to construct, erect, alter, repair, or demolish any building within the city without first obtaining a permit therefor from the planning and building department, and upon the payment of such reasonable fees adopted by the city. The building official is empowered to revoke any such permit upon a determination that the construction, erection, alteration, repair, or demolition of the building for which the permit was issued is in violation of, or not in conformity with, the provisions of the city building codes. Installation, replacement, removal, or metering of any load management control device is exempt from and shall not be subject to the permit process and fees otherwise required by this section.



BEFORE THE
SPECIAL MAGISTRATE
ST. AUGUSTINE, FLORIDA

ORDER IMPOSING A FINE

CASE NUMBER: CE2024-0478

IN THE MATTER OF:

Sellers, Susanne M

91 KINGS FERRY WAY, Saint Augustine, FL, 32084

(Hereinafter referred to as Respondent)

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida:

City Code, Chapter 8, Section 8-608- Permits required.

VIOLATION SITE: **91 KINGS FERRY WAY, Saint Augustine, FL, 32084**

LEGAL DESCRIPTION: **GENOVAR ADDN CITY LOT 7 BLK C OR6030/280**

PARCEL NUMBER: **2096400000**

THE SPECIAL MAGISTRATE HEARD TESTIMONY AND EXAMINED EVIDENCE AT A HEARING HELD ON AUGUST 6, 2025, AND, BASED ON THE EVIDENCE, HAS ADJUDGED AS FOLLOWS:

FINDINGS OF FACT AND CONCLUSIONS OF LAW

1. Respondent is the legal owner and/or occupant of the subject property and was duly notified of the hearing held on August 6, 2025, in accordance with Chapter 162 F.S.

The respondent and/or representative _____ was / was not present

2. During a routine code enforcement inspection of the property, staff observed the following code violations on July 20, 2024:

Remodeling work without obtaining the required permits.

3. The above described is a violation of the following Section(s) of the City Code of St. Augustine

City Code, Chapter 8, Section 8-608- Permits required.

4. On May 07, 2025, the case was found in violation and was issued an "Order Finding Violation" which allowed the respondent (10) days from the date of the Order to correct the violation by obtaining the proper permits according to code after which if compliance was not met a fine of up to \$250 per day may be issued for each day out of compliance.

5. On July 14, 2025, the Planning and Building Department sent the respondent, via certified mail, an "Official Notice of Special Magistrate Hearing" and posted a copy at the property and with the City Clerk's office for the Special Magistrate Hearing for August 6, 2025.

6. On August 6, 2025, the Special Magistrate heard the testimony and examined the evidence of this case and issued the following order:

"You are hereby informed that you / your property has been found to be:"

- a. In Compliance.
- b. Not In Compliance.
- c. An Irreparable / Irreversible Violation.

FINES PER VIOLATION

First Violation, Fine shall not exceed \$250.00 per day FSS 162.09 (2)(a)

Repeat Violation, Fine shall not exceed \$500 per day FSS 162.09(2)(a)

- a. You became compliant as of _____.
- b. The violation remains as of _____ and the fine is set to \$250 per day until compliance is met.
- c. The violation remains for _____ days after the compliance period ended and the fine is set to \$250 per day for a total amount of \$_____.
- d. Other: beginning May 17, 2025

Irreparable / Irreversible Violation, Fine not to exceed \$5,000.00 per violation...FSS 162.09(2)(a)

- e. and the Fine is set at \$_____.


7. RESPONDENT IS HEREBY has thirty (30) days from the date of the order to pay the fine in full.

8. In the event of a future violation of this "Order Finding Violation," Respondent shall again be notified of a new hearing, at which time the Special Magistrate will review the evidence and impose the fine provided herein, or a maximum fine of \$500 per day, if said violation is determined to have again occurred.

THIS ORDER MAY BE RECORDED IN THE OFFICIAL RECORD BOOKS OF ST. JOHNS COUNTY FORTHWITH AND SHALL CONSTITUTE A LIEN AGAINST THE ABOVE DESCRIBED PROPERTY, AND UPON ANY OTHER REAL OR PERSONAL PROPERTY

OWNED BY THE VIOLATOR, PURSUANT TO CHAPTER 162.08 AND 162.09 OF THE FLORIDA STATUTES. YOUR CONTINUED NONCOMPLIANCE CAN RESULT IN FORECLOSURE, JUDICIAL SALE, AND LOSS OF YOUR PROPERTY. THEREFORE, IF FOR ANY REASON YOU ARE UNABLE TO COMPLY WITHIN THE STATED TIME, PLEASE NOTIFY THE CODE ENFORCEMENT INSPECTOR IMMEDIATELY.

DONE AND ORDERED THIS 6TH OF AUGUST, 2025. In open session at the Alcazar Room, 75 King Street, St. Augustine, Florida.



Gretchen Vose, Special Magistrate

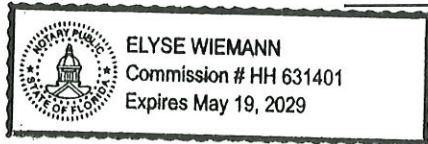
City of St. Augustine

STATE OF FLORIDA
COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, Gretchen Vose who is personally known to me who is the person described in and who executed the foregoing instrument and acknowledged before me that she executed the same for the purposes therein expressed.

Witness my hand and official seal, this 14th day of August, A.D., 2025.

Elyse Wiemann



Notary Public, State of Florida

You have 30 days in which to appeal this order to the Circuit Court of St. Johns County. The Special Magistrate, upon notification by the Code Enforcement Inspector that a previous order of the Board has not been complied with by the set time, may order the violator to pay a maximum fine of \$500 for each day the violation continues past the date set for compliance. A certified copy of an order imposing a fine may be recorded in the public records and thereafter shall constitute a lien against the land on which the violation exists, or upon any other real or personal property owned by the violator; and it may be enforced in the same manner as a court judgment by the Sheriffs of this state, including levy against the personal property, but shall not be deemed to be a court judgment except for the enforcement purposes. After three (3) months from filing of any such liens which remain unpaid, the Special Magistrate may authorize the local governing body attorney to foreclose on the lien.



CITY OF ST. AUGUSTINE
CODE ENFORCEMENT DIVISION
75 King Street
St. Augustine, FL 32084
904-825-1065

**CODE ENFORCEMENT DIVISION
OFFICIAL NOTICE OF SPECIAL MAGISTRATE
HEARING FOR FINE ASSIGNMENT**

November 20, 2025

IN THE MATTER OF: Owner(s): Sellars Susanne M
Address: 91 KINGS FERRY WAY, Saint Augustine, FL, 32084
Case #: CE2024-0478

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida

Code Section: Chapter 8, Section 8-608- Permits required.

SITE OF VIOLATION: 91 KINGS FERRY WAY, Saint Augustine, FL, 32084
LEGAL DESCRIPTION: GENOVAR ADDN CITY LOT 7 BLK C
OR6030/280
PARCEL NUMBER: 2096400000

The purpose of this letter is to notify you that the City of St. Augustine Special Magistrate will meet for a **Fine Assignment Hearing** regarding your case on **December 3, 2025, at 9:00 a.m.** in the Alcazar Room at City Hall, 75 King Street.

This is your "Official Notice" for you or your representative to appear before the Special Magistrate to respond to your violation. The Special Magistrate will conduct a hearing, in accordance with F.S. 162.07, concerning your case and, subsequently, they will issue findings of fact and may order corrective action and compliance by a specific date. Again, we believe it is important that you be present at the meeting to address the Special Magistrate. If the violation is corrected and then reoccurs, or if the violation is corrected In accordance with Florida Statutes 286.0105: "If any if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."

If you have any questions concerning this correspondence, please contact the Code Enforcement Inspector indicated below.



Barry Fox
Code Enforcement Manager

City of St. Augustine
Planning & Building Department
P.O. Box 210
St. Augustine, FL 32085-0210

Certified Mail Number: 9489 0090 0027 6675 2530 20, 9489 0090 0027 6675 2530 37

cc: David Birchim, City Manager

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice no later than seven days prior to the proceeding at the address given on the notice. Telephone (904) 825-1007, 1-800-955-8771 (TDD) or 1-800-955-8770 (V), via Florida Relay Service.

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

Homestead Compliance

Sales Questionnaire Form

If you are a new owner of this property, please click here to submit a Sales Questionnaire

Sales Questionnaire

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	1585730130
Location Address	PELICAN REEF DR SAINT AUGUSTINE 32080-0000
Neighborhood	pelican reef (ICW) (628.42)
Tax Description*	111/57-61 PELICAN REEF BLOCK 12 PHASE 6 LOT 13 & N 72.44 FT OF LOT 12 OR5674/1635 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Vacant Residential (0000)
Subdivision	PELICAN REEF BLOCK 12 PHASE 6
Sec/Twp/Rng	20-7-30
District	City of St Augustine (District 452)
Millage Rate	18.72
Acreage	0.610
Homestead	N

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Feb 26, 2025



[Skip to main content](#)

St. Johns County, FL

Owner Information

Owner Name	Wolkoff William J Trust D:05/07/14 100% Wolkoff William J Trustee 0%
Mailing Address	390 A1A BEACH BLVD #12 SAINT AUGUSTINE, FL 32080-0000

Sec. 25-56. - Tree removal and replacement.

- (a) *Permits required.* It shall be unlawful for any person directly or indirectly to cut down, destroy, remove or effectively destroy by damaging any tree in the city without first obtaining a permit as herein provided. This requirement shall apply to all trees three (3) inches or larger dbh., and to Southern Red Cedar trees (*juniperus silicicola*) more than two (2) feet tall or having a trunk diameter at a point three (3) inches above ground level of more than one (1) inch. Provided, however, that it shall not be unlawful to remove a tree other than a Southern Red Cedar (*juniperus silicicola*) which is less than three (3) inches dbh., nor shall any permit be required for the removal of such tree. In addition, it shall not be unlawful to remove an exempt tree or an invasive species and no permit shall be required for the removal of such.
- (b) *Permit applications and application fees.*
- (1) Permits for removal or relocation of trees shall be obtained by making application for permit to the city planning and building division. The application shall indicate the number, species and diameter breast height (dbh.) of each tree to be removed or relocated and the reasons for the removal or relocation. Such applications for permits for removal or relocation of trees shall be accompanied by a fee of twenty dollars (\$20.00). Such fees are hereby declared to be necessary for the purpose of processing the application and making the necessary inspection for administration and enforcement of this section.
 - (2) Permits for removal or relocation of trees associated with a site plan for a development shall be obtained by making application for permit for the development to the city planning and building division. The application shall be accompanied by a site plan. When the permit for the development is issued it will include tree removal, relocation and replacement as indicated on the approved site plan for the development.
- (c) *Application review.* Upon receipt of a complete application, which may include a site plan for a development, the city planning and building division shall review such application which may include a field check of the site and referral of the application to other departments or agencies as necessary to determine any adverse effect upon the general public welfare, adjacent properties or city services and facilities.
- (1) The planning and building division may issue a tree removal permit for trees which are not considered preserved trees.
 - (2) To remove a preserved tree anywhere on site, approval shall first be given by the code enforcement, adjustments and appeals board, or by the planning and zoning board, if such approval is related to the review of a site plan.
 - (3) In determining whether or not a permit required by this section should be issued, the city planning and building division shall consider and base all decisions on the following:
 - a.

The condition of the tree with respect to disease, insect attack, danger of falling, proximity to existing or proposed structures and interferences with utility services.

- b. The necessity of removing a tree to construct proposed improvements in order to allow reasonable economic use of the property.
 - c. The relief of the land where the tree is located and the effect removal of the tree would have on erosion, soil moisture retention, diversion, increased or decreased flow of surface waters and the city master drainage plan or similar plan adopted by the city commission.
 - d. The number and density of trees existing in the neighborhood on improved or unimproved property. The planning and building division shall also be guided by the effect removal of a tree would have on property values in the neighborhood where the property is located and on other vegetation in the neighborhood.
 - e. Whether the tree has been designated a preserved tree.
 - f. Impact upon the urban and natural environment, including:
 - Ground and surface water stabilization.
 - Water quality and aquifer recharge.
 - Ecological impacts.
 - Noise pollution.
 - Air movement.
 - Air quality.
 - Wildlife habitat.
 - g. The ease with which the property owner or agent can alter or revise the proposed development or improvements to accommodate existing trees, including the tree or trees proposed to be removed.
- (d) *Issuance of permit.* The planning and building division shall issue the removal permit unless, upon consideration of the criteria set forth above, the division finds any of the following will result:
- (1) That the property owner or agent will not be unreasonably affected in shifting the location of the proposed structure, building or improvement, which shift will maintain the existence of the subject trees and still permit construction of such building or improvement on the site.
 - (2)

That the property owner or agent will not be unreasonably affected in modifying the design of the proposed structure, building or other improvement, which modification will maintain the existence of the trees proposed to be removed and still permit construction substantially similar to that originally proposed.

- (3) That the removal of the subject trees will have a substantial adverse impact on the urban and natural environment.
- (4) That the subject trees are preserved trees and removal must be reviewed by the code enforcement, adjustments and appeals board or the planning and zoning board.
- (e) *Denial of permit.* If the planning and building division denies the removal permit it shall set forth with particularity its reasons for such denial in writing.
- (f) *Appeals.* When a tree removal permit, including a permit for the removal of a preserved tree not involved with a site plan for new development, has been denied by the planning and building division, the property owner or agent may appeal this decision to the nuisance, appeals and adjustment board. The board shall approve or deny the appeal and may impose conditions as required, such as specific tree species and sizes for the required replacement trees. The board may require more stringent replacement requirements than is required by this chapter. The nuisance, appeals and adjustment board shall not be empowered to relax the standards and requirements contained herein. If a preserved tree is approved by the board to be removed, a minimum of two (2) shade trees a minimum of ten (10) feet in height shall be used as replacement. The replacement of trees that have been removed after board approval shall be done within thirty (30) days after the tree has been removed.
- (g) *Relocation and replacement.* As condition to the granting of a permit, the property owner or agent will be required to relocate the tree being removed or required to replace the tree being removed with a tree somewhere within the site. Native vegetation shall be replaced with native vegetation. Shade trees must be replaced by shade trees. Understory and palm trees may be replaced by any type tree. Replacement shade trees shall be a minimum of ten (10) feet high and understory trees shall be a minimum of ten (10) feet high when planted. Each Southern Red Cedar tree (*juniperus silicicola*) removed shall be replaced with a minimum of two (2) Southern Red Cedars of such a size and quality as shall be determined by the city building official to be assured of such Southern Red Cedars' continued viability and growth. The property owner or agent shall also be required to replace the relocated or replacement tree should same die within three (3) years from date of planting.
- (h) *Public lands.* No tree shall be removed from any public property or public right-of-way except in accordance with the provisions of this section.
- (i) *"After the fact" tree removal permits.*
 - (1) The application fee shall be as follows:
 - a.

One hundred dollars (\$100.00) for each tree three (3) inches or more but less than seven (7) inches dbh.

- b. Two hundred dollars (\$200.00) for each tree seven (7) inches or more but less than twelve (12) inches dbh.
 - c. Four hundred dollars (\$400.00) for each tree twelve (12) inches or more but less than twenty (20) inches dbh.
 - d. Eight hundred dollars (\$800.00) for each tree twenty (20) inches or more dbh.
- (2) The planning and building director may issue an "after the fact" tree removal permit for trees which are not considered preserved trees, but only after considering the above mentioned factors and the reason why a permit was not obtained prior to the removal.
 - (3) If the planning and building director denies the "after the fact" tree removal permit, he/she shall set forth with particularity the reasons for such denial in writing. When such permit is denied, said denial may be appealed as stated above to the adjustments and appeals board.
 - (4) No "after the fact" tree removal permits shall be issued for the removal of preserved trees. Any such action shall be subject to code enforcement proceedings wherein any explanation or reason for removal without a permit and evidence as to the tree's condition prior to removal may be presented as mitigation.
- (j) In certain instances, it may be impossible or infeasible for a property owner to replace a tree or trees as required by subsection (g) of this section and section 11-28(d) of this Code. In such cases, the owner may instead pay a sum of money into the tree mitigation fund.
- (1) The amount to be paid into the tree mitigation fund shall be determined by resolution, updated from time to time in order to reflect the actual cost for the city to purchase and plant an appropriate replacement tree offsite.
 - (2) Monies paid into the tree mitigation fund shall be used by the city to plant and maintain trees on the city right-of-way or on city or other public property within the city, with the location to be determined by the city manager or his or her designee, in order to promote street tree rehabilitation, maintain a diverse tree inventory, and support the tree canopy throughout the city.
 - (3) The city manager or his or her designee shall not issue a tree removal permit until the monies owed for tree mitigation are paid in full.

(Ord. No. 04-17, § 1, 10-25-04; Ord. No. 09-17, § 1, 5-11-09; Ord. No. 15-09, § 3, 3-19-15; Ord. No. 20-05, § 1, 2-10-20; Ord. No. 24-07, § 7, 4-8-24)

If you have any questions concerning this correspondence, please contact the Code Enforcement Inspector indicated below.



Barry Fox
Code Enforcement Manager

City of St. Augustine
Planning & Building Department
P.O. Box 210

St. Augustine, FL 32085-0210 9489 0090 0027 6675 2530 06, 9489 0090 0027 6675 2530 13

Certified Mail Number:

cc: David Birchim, City Manager

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice no later than seven days prior to the proceeding at the address given on the notice. Telephone (904) 825-1007, 1-800-955-8771 (TDD) or 1-800-955-8770 (V), via Florida Relay Service.



BEFORE THE
SPECIAL MAGISTRATE
ST. AUGUSTINE, FLORIDA

ORDER IMPOSING A FINE

CASE NUMBER: CE2024-0394

IN THE MATTER OF:

Wolkoff William J Trust,
Wolkoff William J Trustee
186 PELICAN REEF DR, Saint Augustine, FL, 32080
(Hereinafter referred to as Respondent)

RE: VIOLATION OF S Code of Law and Ordinances of St. Augustine, Florida:
City Code, Chapter 25, Section(s) 28 & 56, Tree removal and replacements.

VIOLATION SITE: **186 PELICAN REEF DR, Saint Augustine, FL, 32080**
LEGAL DESCRIPTION: **111/57-61 PELICAN REEF BLOCK 12 PHASE 6 LOT 13 & N 72.44 FT OF LOT 12 OR5674/1635**
PARCEL NUMBER: **1585730130**

THE SPECIAL MAGISTRATE HEARD TESTIMONY AND EXAMINED EVIDENCE AT A HEARING HELD ON OCTOBER 1, 2025 , AND, BASED ON THE EVIDENCE, HAS ADJUDGED AS FOLLOWS:

FINDINGS OF FACT AND CONCLUSIONS OF LAW

1. Respondent is the legal owner and/or occupant of the subject property and was duly notified of the hearing held on October 1, 2025, in accordance with Chapter 162 F.S.

The respondent and/or representative was / was not present

2. During a routine code enforcement inspection of the property, staff observed the following code violations on May 17, 2024:

Removal of the following trees without a permit as identified on the grading plan; 15 Cedar Trees, 2 Oak Trees, and 14 Palm Trees.

3. The above described is a violation of the following Section(s) of the City Code of St. Augustine:

City Code, Chapter 25, Section(s) 28 & 56
Tree removal and replacements.

4. On November 6, 2024, the case was found in violation and was issued an "Order Finding Violation" which stated "Once the property is developed must plant the maximum number of trees, up to 30 Southern Red Cedars and to pay \$300 per tree (southern red cedar) not replaced to the tree mitigation fund. It is also ordered that 2 Oak Trees be planted on the property, and the owner will pay \$300 per oak tree not replaced to the tree mitigation fund."

5. On September 15, 2025, the Planning and Building Department sent the respondent, via certified mail, an "Official Notice of Special Magistrate Hearing" and posted a copy at the property and with the City Clerk's office for the Special Magistrate Hearing for October 1, 2025.

6. On October 1, 2025, the Special Magistrate heard the testimony and examined the evidence of this case and issued the following order:

"You are hereby informed that you / your property has been found to be:"

- a. In Compliance.
- b. Not In Compliance.
- c. An Irreparable / Irreversible Violation.

FINES PER VIOLATION

First Violation, Fine shall not exceed \$250.00 per day FSS 162.09 (2)(a)
Repeat Violation, Fine shall not exceed \$500 per day FSS 162.09(2)(a)

- a. You became compliant as of _____.
- b. The violation remains as of _____ and the fine is set to \$ _____ per day until compliance is met.
- c. The violation remains for _____ days after the compliance period ended and the fine is set to \$ _____ per day for a total amount of \$ _____.
- d. Other: see below

Irreparable / Irreversible Violation, Fine not to exceed \$5,000.00 per violation...FSS 162.09(2)(a)

- e. and the Fine is set at \$ 4,500.00
in addition to compliance with development order

7. RESPONDENT IS HEREBY has thirty (30) days from the date of the order to pay the fine in full. at time of permitting.

8. In the event of a future violation of this "Order Finding Violation," Respondent shall again be notified of a new hearing, at which time the Special Magistrate will review the evidence and impose the fine provided herein, or a maximum fine of \$500 per day, if said violation is determined to have again occurred.

Dec. 3rd, 2025 for status hearing

THIS ORDER MAY BE RECORDED IN THE OFFICIAL RECORD BOOKS OF ST. JOHNS COUNTY FORTHWITH AND SHALL CONSTITUTE A LIEN AGAINST THE ABOVE DESCRIBED PROPERTY, AND UPON ANY OTHER REAL OR PERSONAL PROPERTY OWNED BY THE VIOLATOR, PURSUANT TO CHAPTER 162.08 AND 162.09 OF THE FLORIDA STATUTES. YOUR CONTINUED NONCOMPLIANCE CAN RESULT IN FORECLOSURE, JUDICIAL SALE, AND LOSS OF YOUR PROPERTY. THEREFORE, IF FOR ANY REASON YOU ARE UNABLE TO COMPLY WITHIN THE STATED TIME, PLEASE NOTIFY THE CODE ENFORCEMENT INSPECTOR IMMEDIATELY.

DONE AND ORDERED THIS 1 OF OCTOBER 2025. In open session at the Alcazar Room, 75 King Street, St. Augustine, Florida.



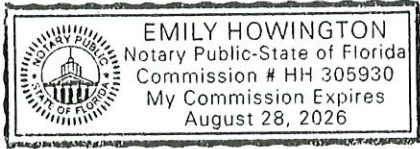
Stephanie Velazquez Special Magistrate

City of St. Augustine

STATE OF FLORIDA
COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, Stephanie Velos, who is personally known to me who is the person described in and who executed the foregoing instrument and acknowledged before me that she executed the same for the purposes therein expressed.

Witness my hand and official seal, this 1 day of October, A.D., 25.



[Signature]
Notary Public, State of Florida

You have 30 days in which to appeal this order to the Circuit Court of St. Johns County. The Special Magistrate, upon notification by the Code Enforcement Inspector that a previous order of the Board has not been complied with by the set time, may order the violator to pay a maximum fine of \$500 for each day the violation continues past the date set for compliance. A certified copy of an order imposing a fine may be recorded in the public records and thereafter shall constitute a lien against the land on which the violation exists, or upon any other real or personal property owned by the violator; and it may be enforced in the same manner as a court judgment by the Sheriffs of this state, including levy against the personal property, but shall not be deemed to be a court judgment except for the enforcement purposes. After three (3) months from filing of any such liens which remain unpaid, the Special Magistrate may authorize the local governing body attorney to foreclose on the lien.

BEFORE THE
SPECIAL MAGISTRATE
ST. AUGUSTINE, FLORIDA

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing has been sent via U.S. Mail to

Wolkoff William J Trust, Wolkoff William J, 390 A1A BEACH BLVD #12, SAINT AUGUSTINE, FL 32080

9489 0090 0027 6675 2538 91

Wolkoff William J Trust, Wolkoff William J, 186 PELICAN REEF DR

SAINT AUGUSTINE, FL 32080, 9489 0090 0027 6675 2539 07

on this 1 day of October, 25 



St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

Homestead Compliance

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	1951800000
Location Address	18 LOCUST ST SAINT AUGUSTINE 32084-0000
Neighborhood	Abbott Tract (606)
Tax Description*	ABBOTT TRACT CITY LOT 9 & W1/2 OF LOT 11 BLK F OR5235/1364 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Single Family (0100)
Subdivision	Abbott Tract
Sec/Twp/Rng	18-7-30
District	City of St Augustine (District 452)
Millage Rate	18.72
Acreage	0.170
Homestead	N

[Click Here to Open Cyclomedia Viewer in a New Tab](#)



Owner Information

Owner Name	Gunther Jeffrey 100%
Mailing Address	112 RURITAN RD STERLING, VA 20164-0000

Map



Sec. 28-146. - Registration.

Every vacation rental shall register with the city on forms provided for this purpose and shall pay the required administrative fee, as set by resolution, at the time of registration and thereafter annually. The information provided on each listing of a vacation rental must accurately reflect the information submitted on the registration form. All information provided in the required registration application will be verified on site prior to approval of registration. Listings that inaccurately reflect information on the registration form information will be considered a separate violation of this Code. The registration will include the following:

- (1) Address of the vacation rental.
- (2) Name, address, and contact information of the property owner.
- (3) Name, address, and contact information of the property manager if different than the property owner.
- (4) Number of rental units offered to the public for rent at this location.
- (5) Number of bedrooms.
- (6) Floor plan identifying the location of bedrooms, emergency exits or egress, and number and location of fire extinguishers, carbon monoxide and smoke detectors.
- (7) Site plan or other document depicting approved parking spaces provided.
- (8) Property owner authorization providing for inspection pursuant to section 28-147 of this Code.
- (9) The zoning designation of the vacation rental to determine whether the vacation rental is monthly, weekly, or requires a submerged land lease.

(Ord. No. 19-50, § 1, 1-27-20; Ord. No. 21-12, § 1, 7-12-21)



CITY OF ST. AUGUSTINE
CODE ENFORCEMENT DIVISION
75 King Street
St. Augustine, FL 32084
904-825-1065

**CODE ENFORCEMENT DIVISION
OFFICIAL NOTICE OF SPECIAL MAGISTRATE
HEARING FOR IMPOSING A LIEN**

November 20, 2025

IN THE MATTER OF: Owner(s): Gunther Jeffrey
Address: 18 LOCUST ST, Saint Augustine, FL, 32084
Case #: CE2025-0396

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida

Code Section: Chapter 28, Sec. 28-146. - Registration.

SITE OF VIOLATION: 18 LOCUST ST, Saint Augustine, FL, 32084
LEGAL DESCRIPTION: ABBOTT TRACT CITY LOT 9 & W1/2 OF LOT 11 BLK F
OR5235/1364
PARCEL NUMBER: 1951800000

The purpose of this letter is to notify you that the City of St. Augustine Special Magistrate will meet for a **Imposing A Lien Hearing** regarding your case on **December 3, 2025, at 9:00 a.m.** in the Alcazar Room at City Hall, 75 King Street.

This is your "Official Notice" for you or your representative to appear before the Special Magistrate to respond to your violation. The Special Magistrate will conduct a hearing, in accordance with F.S. 162.07, concerning your case and, subsequently, they will issue findings of fact and may order corrective action and compliance by a specific date. Again, we believe it is important that you be present at the meeting to address the Special Magistrate. If the violation is corrected and then reoccurs, or if the violation is corrected prior to the referenced hearing, this case may still be presented to the Special Magistrate.

In accordance with Florida Statutes 286.0105: "If any if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."

If you have any questions concerning this correspondence, please contact the Code Enforcement Inspector indicated below.


Barry Fox
Code Enforcement Manager

City of St. Augustine
Planning & Building Department
P.O. Box 210
St. Augustine, FL 32085-0210

Certified Mail Number: 9489 0090 0027 6675 2529 86, 9489 0090 0027 6675 2529 93

cc: David Birchim, City Manager

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice no later than seven days prior to the proceeding at the address given on the notice. Telephone (904) 825-1007, 1-800-955-8771 (TDD) or 1-800-955-8770 (V), via Florida Relay Service.



BEFORE THE
SPECIAL MAGISTRATE
ST. AUGUSTINE, FLORIDA

ORDER CLOSING CASE FOR COMPLIANCE

CASE NUMBER: CE2025-0396

IN THE MATTER OF:

Gunther, Jeffrey

18 LOCUST ST, Saint Augustine, FL, 32084

(Hereinafter referred to as Respondent)

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida:

City Code, Chapter 28, Sec. 28-146. - Registration.

VIOLATION SITE: **18 LOCUST ST, Saint Augustine, FL, 32084**

LEGAL DESCRIPTION: **ABBOTT TRACT CITY LOT 9 & W1/2 OF LOT 11 BLK F
OR5235/1364**

PARCEL NUMBER: **1951800000**

THE SPECIAL MAGISTRATE HEARD TESTIMONY AND EXAMINED EVIDENCE AT A HEARING HELD ON OCTOBER 1, 2025, AND, BASED ON THE EVIDENCE, HAS ADJUDGED AS FOLLOWS:
FINDINGS OF FACT AND CONCLUSIONS OF LAW

ORDER

THIS MATTER having come to be heard before the Special Magistrate of the City of St. Augustine on October 1, 2025.

And the Magistrate, being fully advised in the premises, hereby finds:

- That the property referenced herein came into compliance as of September 08, 2025, with the Code of the City of St. Augustine, Florida.

• *Respondent did not appear.*

THEREFORE, it is hereby ordered that the case is closed for compliance.

on Sept. 8, assessing fines of \$7,500.00

DONE AND ORDERED at a public hearing on the 1ST OF OCTOBER, 2025, in the Alcazar Room, 75 King Street, St. Augustine, Florida.




Stephanie Vele, Special Magistrate
 City of St. Augustine

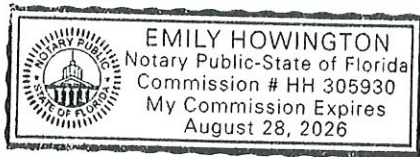
STATE OF FLORIDA
COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, and Stephanie Velos, who is personally known to me who is the person described in and who executed the foregoing instrument and acknowledged before me that she executed the same for the purposes therein expressed.

Witness my hand and official seal, this 1 day of October, A.D., 25.



Notary Public, State of Florida



BEFORE THE
SPECIAL MAGISTRATE
ST. AUGUSTINE, FLORIDA

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing has been sent via U.S. Mail to

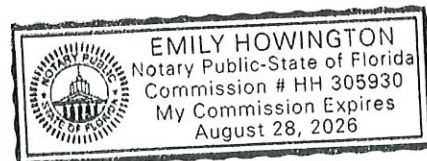
Gunther Jeffrey, 112 RURITAN RD, STERLING, VA 20164

9489 0090 0027 6675 2537 85

Gunther Jeffrey, 18 LOCUST ST, SAINT AUGUSTINE, FL 32084

9489 0090 0027 6675 2537 92

on this 1 day of October, 25



Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

Homestead Compliance

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	1900900000
Location Address	10 SANCHEZ AVE SAINT AUGUSTINE 32084-0000
Neighborhood	Garnett Addition & Rambo (585)
Tax Description*	CITY OF ST AUG GARNETT ADDN E 60FT OF LOT 9 BLK 7 OR5553/1771 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Single Family (0100)
Subdivision	Garnett Division, Plan Of
Sec/Twp/Rng	7-7-30
District	City of St Augustine (District 452)
Millage Rate	18.72
Acreage	0.150
Homestead	N

[Click Here to Open Cyclomedia Viewer in a New Tab](#)



Owner Information

Owner Name	Beale Jason 100%
Mailing Address	24 OAK ST SAINT AUGUSTINE, FL 32084-0000

Map



Sec. 28-146. - Registration.

Every vacation rental shall register with the city on forms provided for this purpose and shall pay the required administrative fee, as set by resolution, at the time of registration and thereafter annually. The information provided on each listing of a vacation rental must accurately reflect the information submitted on the registration form. All information provided in the required registration application will be verified on site prior to approval of registration. Listings that inaccurately reflect information on the registration form information will be considered a separate violation of this Code. The registration will include the following:

- (1) Address of the vacation rental.
- (2) Name, address, and contact information of the property owner.
- (3) Name, address, and contact information of the property manager if different than the property owner.
- (4) Number of rental units offered to the public for rent at this location.
- (5) Number of bedrooms.
- (6) Floor plan identifying the location of bedrooms, emergency exits or egress, and number and location of fire extinguishers, carbon monoxide and smoke detectors.
- (7) Site plan or other document depicting approved parking spaces provided.
- (8) Property owner authorization providing for inspection pursuant to section 28-147 of this Code.
- (9) The zoning designation of the vacation rental to determine whether the vacation rental is monthly, weekly, or requires a submerged land lease.

(Ord. No. 19-50, § 1, 1-27-20; Ord. No. 21-12, § 1, 7-12-21)



CITY OF ST. AUGUSTINE
CODE ENFORCEMENT DIVISION
75 King Street
St. Augustine, FL 32084
904-825-1065

**CODE ENFORCEMENT DIVISION
OFFICIAL NOTICE OF SPECIAL MAGISTRATE
HEARING FOR IMPOSING A LIEN**

November 20, 2025

IN THE MATTER OF: Owner(s): Beale Jason

Address: 10 SANCHEZ AVE, Saint Augustine, FL, 32084

Case #: CE2025-0232

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida

Code Section: Chapter 28, Sec. 28-146. - Registration.

SITE OF VIOLATION: 10 SANCHEZ AVE, Saint Augustine, FL, 32084

LEGAL DESCRIPTION: CITY OF ST AUG GARNETT ADDN E 60FT OF LOT 9 BLK 7
OR5553/1771

PARCEL NUMBER: 1900900000

The purpose of this letter is to notify you that the City of St. Augustine Special Magistrate will meet for a **Imposing A Lien Hearing** regarding your case on **December 3, 2025, at 9:00 a.m.** in the Alcazar Room at City Hall, 75 King Street.

This is your "Official Notice" for you or your representative to appear before the Special Magistrate to respond to your violation. The Special Magistrate will conduct a hearing, in accordance with F.S. 162.07, concerning your case and, subsequently, they will issue findings of fact and may order corrective action and compliance by a specific date. Again, we believe it is important that you be present at the meeting to address the Special Magistrate. If the violation is corrected and then reoccurs, or if the violation is corrected prior to the referenced hearing, this case may still be presented to the Special Magistrate.

In accordance with Florida Statutes 286.0105: "If any if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."

If you have any questions concerning this correspondence, please contact the Code Enforcement Inspector indicated below.


Barry Fox
Code Enforcement Manager

City of St. Augustine
Planning & Building Department
P.O. Box 210
St. Augustine, FL 32085-0210

Certified Mail Number: 9489 0090 0027 6675 2529 62, 9489 0090 0027 6675 2529 79

cc: David Birchim, City Manager

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice no later than seven days prior to the proceeding at the address given on the notice. Telephone (904) 825-1007, 1-800-955-8771 (TDD) or 1-800-955-8770 (V), via Florida Relay Service.



BEFORE THE
SPECIAL MAGISTRATE
ST. AUGUSTINE, FLORIDA

ORDER IMPOSING A FINE

CASE NUMBER: CE2025-0232

IN THE MATTER OF:

Beale, Jason

10 SANCHEZ AVE, Saint Augustine, FL, 32084

(Hereinafter referred to as Respondent)

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida:

City Code, Chapter 28, Sec. 28-146. - Registration.

VIOLATION SITE: **10 SANCHEZ AVE, Saint Augustine, FL, 32084**

LEGAL DESCRIPTION: **CITY OF ST AUG GARNETT ADDN E 60FT OF LOT 9 BLK 7
OR5553/1771**

PARCEL NUMBER: **1900900000**

THE SPECIAL MAGISTRATE HEARD TESTIMONY AND EXAMINED EVIDENCE AT A HEARING HELD ON OCTOBER 1, 2025, AND, BASED ON THE EVIDENCE, HAS ADJUDGED AS FOLLOWS:

FINDINGS OF FACT AND CONCLUSIONS OF LAW

1. Respondent is the legal owner and/or occupant of the subject property and was duly notified of the hearing held on October 1, 2025, in accordance with Chapter 162 F.S.

The respondent and/or representative _____ was / was not present

2. During a routine code enforcement inspection of the property, staff observed the following code violations on January 30, 2025:

Failure to register the short-term rental property with the City of St. Augustine.

3. The above described is a violation of the following Section(s) of the City Code of St. Augustine:

**City Code, Chapter 28
Sec. 28-146. - Registration.**

4. On May 07, 2025, the case was found in violation and was issued an "Order Finding Violation" which allowed the respondent (15) days from the date of the Order to correct the violation by registering the short term rental, after which if compliance was not met a fine of up to \$250 per day may be issued for each day out of compliance.

5. On June 4, 2025, the Special Magistrate issued an "Order Imposing a Fine" stating the violation remains as of 5/22/25 and the fine was set to \$50 per day until the property comes into compliance.

6. On September 15, the Planning and Building Department sent the respondent, via certified mail, an "Official Notice of Special Magistrate Hearing" and posted a copy at the property and with the City Clerk's office for the Special Magistrate Hearing for October 1, 2025.

7. On October 1, 2025, the Special Magistrate heard the testimony and examined the evidence of this case and issued the following order:

"You are hereby informed that you / your property has been found to be:"

- a. In Compliance. *as of Sept. 4, 2025*
- b. Not In Compliance.
- c. An Irreparable / Irreversible Violation.

FINES PER VIOLATION

First Violation, Fine shall not exceed \$250.00 per day FSS 162.09 (2)(a)

Repeat Violation, Fine shall not exceed \$500 per day FSS 162.09(2)(a)

- a. You became compliant as of *Sept. 4, 2025*
- b. The violation remains as of _____ and the fine is set to \$ _____ per day until compliance is met.
- c. The violation remains for _____ days after the compliance period ended and the fine is set to \$ _____ per day for a total amount of \$ _____.
- d. Other: *fine \$ 5,250.00 (five thousand two hundred and fifty)*

Irreparable / Irreversible Violation, Fine not to exceed \$5,000.00 per violation...FSS 162.09(2)(a)

- e. and the Fine is set at \$ _____.

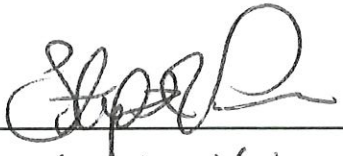
7. RESPONDENT IS HEREBY has thirty (30) days from the date of the order to pay the fine in full.

8. In the event of a future violation of this "Order Finding Violation," Respondent shall again be notified of a new hearing, at which time the Special Magistrate will review the evidence and impose the fine provided herein, or a maximum fine of \$500 per day, if said violation is determined to have again occurred.

hearing Dec. 3, 2025 for compliance

THIS ORDER MAY BE RECORDED IN THE OFFICIAL RECORD BOOKS OF ST. JOHNS COUNTY FORTHWITH AND SHALL CONSTITUTE A LIEN AGAINST THE ABOVE DESCRIBED PROPERTY, AND UPON ANY OTHER REAL OR PERSONAL PROPERTY OWNED BY THE VIOLATOR, PURSUANT TO CHAPTER 162.08 AND 162.09 OF THE FLORIDA STATUTES. YOUR CONTINUED NONCOMPLIANCE CAN RESULT IN FORECLOSURE, JUDICIAL SALE, AND LOSS OF YOUR PROPERTY. THEREFORE, IF FOR ANY REASON YOU ARE UNABLE TO COMPLY WITHIN THE STATED TIME, PLEASE NOTIFY THE CODE ENFORCEMENT INSPECTOR IMMEDIATELY.

DONE AND ORDERED THIS 1ST OF OCTOBER, 2025. In open session at the Alcazar Room, 75 King Street, St. Augustine, Florida.



Stephanie Vele, Special Magistrate
City of St. Augustine

STATE OF FLORIDA
COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, Stephanie Velos, who is personally known to me who is the person described in and who executed the foregoing instrument and acknowledged before me that she executed the same for the purposes therein expressed.

Witness my hand and official seal, this 1 day of October, A.D., 25.



[Signature]
Notary Public, State of Florida

You have 30 days in which to appeal this order to the Circuit Court of St. Johns County. The Special Magistrate, upon notification by the Code Enforcement Inspector that a previous order of the Board has not been complied with by the set time, may order the violator to pay a maximum fine of \$500 for each day the violation continues past the date set for compliance. A certified copy of an order imposing a fine may be recorded in the public records and thereafter shall constitute a lien against the land on which the violation exists, or upon any other real or personal property owned by the violator; and it may be enforced in the same manner as a court judgment by the Sheriffs of this state, including levy against the personal property, but shall not be deemed to be a court judgment except for the enforcement purposes. After three (3) months from filing of any such liens which remain unpaid, the Special Magistrate may authorize the local governing body attorney to foreclose on the lien.

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

Homestead Compliance

Sales Questionnaire Form

If you are a new owner of this property, please click here to submit a Sales Questionnaire

Sales Questionnaire

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	1047700000
Location Address	95 CHAPIN ST SAINT AUGUSTINE 32084-0000
Neighborhood	Greeno Tract (474)
Tax Description*	(7) GREENO TRACT E50 OF N150FT OF LOT 4 BLK 14 OR6106/257 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Single Family (0100)
Subdivision	Greeno Tract - A Resubdivision of Ravens
Sec/Twp/Rng	41-7-29
District	City of St Augustine (District 452)
Millage Rate	18.72
Acreage	0.120
Homestead	N

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[Skip to main content](#)

St. Johns County, FL

Owner Information

Owner Name	Kalil Land LLC 100%
Mailing Address	3818 INWOOD LANDING CT ORLANDO, FL 32812-0000

Sec. 25-56. - Tree removal and replacement.

- (a) *Permits required.* It shall be unlawful for any person directly or indirectly to cut down, destroy, remove or effectively destroy by damaging any tree in the city without first obtaining a permit as herein provided. This requirement shall apply to all trees three (3) inches or larger dbh., and to Southern Red Cedar trees (*juniperus silicicola*) more than two (2) feet tall or having a trunk diameter at a point three (3) inches above ground level of more than one (1) inch. Provided, however, that it shall not be unlawful to remove a tree other than a Southern Red Cedar (*juniperus silicicola*) which is less than three (3) inches dbh., nor shall any permit be required for the removal of such tree. In addition, it shall not be unlawful to remove an exempt tree or an invasive species and no permit shall be required for the removal of such.
- (b) *Permit applications and application fees.*
- (1) Permits for removal or relocation of trees shall be obtained by making application for permit to the city planning and building division. The application shall indicate the number, species and diameter breast height (dbh.) of each tree to be removed or relocated and the reasons for the removal or relocation. Such applications for permits for removal or relocation of trees shall be accompanied by a fee of twenty dollars (\$20.00). Such fees are hereby declared to be necessary for the purpose of processing the application and making the necessary inspection for administration and enforcement of this section.
 - (2) Permits for removal or relocation of trees associated with a site plan for a development shall be obtained by making application for permit for the development to the city planning and building division. The application shall be accompanied by a site plan. When the permit for the development is issued it will include tree removal, relocation and replacement as indicated on the approved site plan for the development.
- (c) *Application review.* Upon receipt of a complete application, which may include a site plan for a development, the city planning and building division shall review such application which may include a field check of the site and referral of the application to other departments or agencies as necessary to determine any adverse effect upon the general public welfare, adjacent properties or city services and facilities.
- (1) The planning and building division may issue a tree removal permit for trees which are not considered preserved trees.
 - (2) To remove a preserved tree anywhere on site, approval shall first be given by the code enforcement, adjustments and appeals board, or by the planning and zoning board, if such approval is related to the review of a site plan.
 - (3) In determining whether or not a permit required by this section should be issued, the city planning and building division shall consider and base all decisions on the following:
 - a.

The condition of the tree with respect to disease, insect attack, danger of falling, proximity to existing or proposed structures and interferences with utility services.

- b. The necessity of removing a tree to construct proposed improvements in order to allow reasonable economic use of the property.
 - c. The relief of the land where the tree is located and the effect removal of the tree would have on erosion, soil moisture retention, diversion, increased or decreased flow of surface waters and the city master drainage plan or similar plan adopted by the city commission.
 - d. The number and density of trees existing in the neighborhood on improved or unimproved property. The planning and building division shall also be guided by the effect removal of a tree would have on property values in the neighborhood where the property is located and on other vegetation in the neighborhood.
 - e. Whether the tree has been designated a preserved tree.
 - f. Impact upon the urban and natural environment, including:
 - Ground and surface water stabilization.
 - Water quality and aquifer recharge.
 - Ecological impacts.
 - Noise pollution.
 - Air movement.
 - Air quality.
 - Wildlife habitat.
 - g. The ease with which the property owner or agent can alter or revise the proposed development or improvements to accommodate existing trees, including the tree or trees proposed to be removed.
- (d) *Issuance of permit.* The planning and building division shall issue the removal permit unless, upon consideration of the criteria set forth above, the division finds any of the following will result:
- (1) That the property owner or agent will not be unreasonably affected in shifting the location of the proposed structure, building or improvement, which shift will maintain the existence of the subject trees and still permit construction of such building or improvement on the site.
 - (2)

That the property owner or agent will not be unreasonably affected in modifying the design of the proposed structure, building or other improvement, which modification will maintain the existence of the trees proposed to be removed and still permit construction substantially similar to that originally proposed.

- (3) That the removal of the subject trees will have a substantial adverse impact on the urban and natural environment.
- (4) That the subject trees are preserved trees and removal must be reviewed by the code enforcement, adjustments and appeals board or the planning and zoning board.
- (e) *Denial of permit.* If the planning and building division denies the removal permit it shall set forth with particularity its reasons for such denial in writing.
- (f) *Appeals.* When a tree removal permit, including a permit for the removal of a preserved tree not involved with a site plan for new development, has been denied by the planning and building division, the property owner or agent may appeal this decision to the nuisance, appeals and adjustment board. The board shall approve or deny the appeal and may impose conditions as required, such as specific tree species and sizes for the required replacement trees. The board may require more stringent replacement requirements than is required by this chapter. The nuisance, appeals and adjustment board shall not be empowered to relax the standards and requirements contained herein. If a preserved tree is approved by the board to be removed, a minimum of two (2) shade trees a minimum of ten (10) feet in height shall be used as replacement. The replacement of trees that have been removed after board approval shall be done within thirty (30) days after the tree has been removed.
- (g) *Relocation and replacement.* As condition to the granting of a permit, the property owner or agent will be required to relocate the tree being removed or required to replace the tree being removed with a tree somewhere within the site. Native vegetation shall be replaced with native vegetation. Shade trees must be replaced by shade trees. Understory and palm trees may be replaced by any type tree. Replacement shade trees shall be a minimum of ten (10) feet high and understory trees shall be a minimum of ten (10) feet high when planted. Each Southern Red Cedar tree (*juniperus silicicola*) removed shall be replaced with a minimum of two (2) Southern Red Cedars of such a size and quality as shall be determined by the city building official to be assured of such Southern Red Cedars' continued viability and growth. The property owner or agent shall also be required to replace the relocated or replacement tree should same die within three (3) years from date of planting.
- (h) *Public lands.* No tree shall be removed from any public property or public right-of-way except in accordance with the provisions of this section.
- (i) *"After the fact" tree removal permits.*
 - (1) The application fee shall be as follows:
 - a.

One hundred dollars (\$100.00) for each tree three (3) inches or more but less than seven (7) inches dbh.

- b. Two hundred dollars (\$200.00) for each tree seven (7) inches or more but less than twelve (12) inches dbh.
 - c. Four hundred dollars (\$400.00) for each tree twelve (12) inches or more but less than twenty (20) inches dbh.
 - d. Eight hundred dollars (\$800.00) for each tree twenty (20) inches or more dbh.
- (2) The planning and building director may issue an "after the fact" tree removal permit for trees which are not considered preserved trees, but only after considering the above mentioned factors and the reason why a permit was not obtained prior to the removal.
- (3) If the planning and building director denies the "after the fact" tree removal permit, he/she shall set forth with particularity the reasons for such denial in writing. When such permit is denied, said denial may be appealed as stated above to the adjustments and appeals board.
- (4) No "after the fact" tree removal permits shall be issued for the removal of preserved trees. Any such action shall be subject to code enforcement proceedings wherein any explanation or reason for removal without a permit and evidence as to the tree's condition prior to removal may be presented as mitigation.
- (j) In certain instances, it may be impossible or infeasible for a property owner to replace a tree or trees as required by subsection (g) of this section and section 11-28(d) of this Code. In such cases, the owner may instead pay a sum of money into the tree mitigation fund.
- (1) The amount to be paid into the tree mitigation fund shall be determined by resolution, updated from time to time in order to reflect the actual cost for the city to purchase and plant an appropriate replacement tree offsite.
 - (2) Monies paid into the tree mitigation fund shall be used by the city to plant and maintain trees on the city right-of-way or on city or other public property within the city, with the location to be determined by the city manager or his or her designee, in order to promote street tree rehabilitation, maintain a diverse tree inventory, and support the tree canopy throughout the city.
 - (3) The city manager or his or her designee shall not issue a tree removal permit until the monies owed for tree mitigation are paid in full.

(Ord. No. 04-17, § 1, 10-25-04; Ord. No. 09-17, § 1, 5-11-09; Ord. No. 15-09, § 3, 3-19-15; Ord. No. 20-05, § 1, 2-10-20; Ord. No. 24-07, § 7, 4-8-24)

AFFIDAVIT OF COMPLIANCE

STATE OF FLORIDA
COUNTY OF ST. JOHNS
CITY OF ST. AUGUSTINE

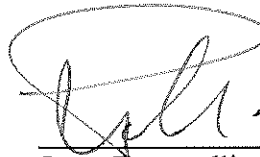
**Kalil Land LLC
Timothy Kalil**

Respondent(s)

CODE ENFORCEMENT BOARD/SPECIAL MAGISTRATE CASE NUMBER: **CE2025-0483**

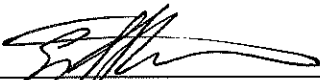
I, **James Tomaselli** have personally examined the property described in the Code Enforcement Order dated **November 5, 2025**, in reference to the above case, and find that said property is **NOW** in compliance with the City of St. Augustine Code of Ordinance(s) Chapter 17 Sec. 72 as of **November 19, 2025**.

FURTHER, Affiant saith not.



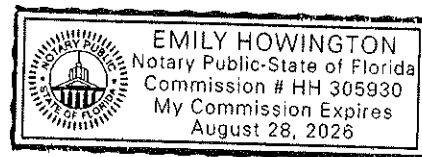
James Tomaselli
Code Enforcement Inspector

SWORN TO AND SUBSCRIBED BEFORE ME THIS 26 DAY OF November, 2025.



Notary Public, State of Florida

My Commission Expires: 28 day of August, 2026.



City of St Augustine
Planning & Building Dept.
75 King St
St Augustine, FL 32084
904-825-1065

PLANNING AND BUILDING

Date: 11/19/2025 03:42:25 PM

CREDIT CARD SALE

VISA
CARD NUMBER: *****2715 K
TOTAL AMOUNT: \$1,530.00
APPROVAL CD: 041146
RECORD #: 000
CLERK ID: SClayton
INVOICE #: CE2025-0483

X _____

I AGREE TO PAY THE ABOVE TOTAL AMOUNT
ACCORDING TO THE CARD ISSUER AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)

Merchant Copy



CITY OF ST. AUGUSTINE
CODE ENFORCEMENT DIVISION
75 King Street
St. Augustine, FL 32084
904-825-1065

**CODE ENFORCEMENT DIVISION
OFFICIAL NOTICE OF SPECIAL MAGISTRATE
HEARING FOR COMPLIANCE**

November 20, 2025

IN THE MATTER OF: Owner(s): Kalil Land LLC

Address: 95 CHAPIN ST, Saint Augustine, FL, 32084

Case #: CE2025-0483

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida

Code Section: Chapter 25, Section 56, Tree removal and replacement.

SITE OF VIOLATION: 95 CHAPIN ST, Saint Augustine, FL, 32084

LEGAL DESCRIPTION: (7) GREENO TRACT E50 OF N150FT OF LOT 4 BLK 14 OR6106/257

PARCEL NUMBER: 1047700000

The purpose of this letter is to notify you that the City of St. Augustine Special Magistrate will meet for a **Compliance Hearing** regarding your case on **December 3, 2025, at 9:00 a.m.** in the Alcazar Room at City Hall, 75 King Street.

This is your "Official Notice" for you or your representative to appear before the Special Magistrate to respond to your violation. The Special Magistrate will conduct a hearing, in accordance with F.S. 162.07, concerning your case and, subsequently, they will issue findings of fact and may order corrective action and compliance by a specific date. Again, we believe it is important that you be present at the meeting to address the Special Magistrate. If the violation is corrected and then reoccurs, or if the violation is corrected prior to the referenced hearing, this case may still be presented to the Special Magistrate.

In accordance with Florida Statutes 286.0105: "If any if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."

If you have any questions concerning this correspondence, please contact the Code Enforcement Inspector indicated below.


Barry Fox
Code Enforcement Manager

City of St. Augustine
Planning & Building Department
P.O. Box 210
St. Augustine, FL 32085-0210

Certified Mail Number: 9489 0090 0027 6675 2529 48, 9489 0090 0027 6675 2529 55

cc: David Birchim, City Manager

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice no later than seven days prior to the proceeding at the address given on the notice. Telephone (904) 825-1007, 1-800-955-8771 (TDD) or 1-800-955-8770 (V), via Florida Relay Service.



BEFORE THE
SPECIAL MAGISTRATE
ST. AUGUSTINE, FLORIDA

ORDER FINDING VIOLATION

CASE NUMBER: CE2025-0483

IN THE MATTER OF:

Kalil Land LLC

TIMOTHY KALIL

95 CHAPIN ST, Saint Augustine, FL, 32084

(Hereinafter referred to as Respondent)

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida:

City Code, Chapter 25, Section 56, Tree removal and replacement.

VIOLATION SITE: **95 CHAPIN ST, Saint Augustine, FL, 32084**

LEGAL DESCRIPTION: **(7) GREENO TRACT E50 OF N150FT OF LOT 4 BLK 14
OR6106/257**

PARCEL NUMBER: **1047700000**

THE SPECIAL MAGISTRATE HEARD TESTIMONY AND EXAMINED EVIDENCE AT A HEARING HELD ON NOVEMBER 5, 2025, AND, BASED ON THE EVIDENCE, HAS ADJUDGED AS FOLLOWS:

FINDINGS OF FACT AND CONCLUSIONS OF LAW

1. Respondent is the legal owner and/or occupant of the subject property and was duly notified of the hearing held on November 5, 2025, in accordance with Chapter 162 F.S.

The respondent and/or representative _____ was / was not present

2. During a routine code enforcement inspection of the property, staff observed the following code violations on October 07, 2025:

Respondent has removed 2 Dahoon Hollies and 3 oaks

3. The above described is a violation of the following Section(s) of the City Code of St. Augustine:

City Code, Chapter 25, Section 56

Tree removal and replacement.

4. On October 10, 2025, the Planning and Building Department sent an "Official Notice of Violation" to formally advise the respondent of the violation, via certified mail.

5. On October 10, 2025, the Planning and Building Department sent the respondent, via certified mail, an "Official Notice of Special Magistrate Hearing" and posted a copy at the property and with the City Clerk's office for the Special Magistrate Hearing for November 5, 2025.

6. On November 5, 2025, the Special Magistrate heard the testimony and examined the evidence of this case and issued the following order:

"You are hereby informed that you / your property has been found to be:"

- a. In Violation.
- b. A Repeat Violation.
- c. An Irreparable / Irreversible Violation.

AND

- a. You are in Compliance, at the time of this hearing.
- b. No fine will be assigned and the case will be closed.
- c. Other: 5 protected trees (\$300.00 per tree)
within 30 days must be paid to City.

First Violation, Fine shall not exceed \$250.00 a day...FSS 162.09(2)(a)

- a. You have _____ days to become compliant or a fine of up to \$250 will be imposed for each day the violation continues.
- b. You were in violation for _____ days, found to be compliant at this time, and the fine is set at \$_____.

Repeat Violation, Fine shall not exceed \$500.00 a day...FSS 162.09(2)(a)

- a. A fine of up to \$_____ Will be imposed for each day the violation continues.
- b. You were in violation for _____ days, found to be compliant at this time, and the fine is set at \$_____.

Irreparable / Irreversible Violation, Fine not to exceed \$5,000.00 per violation...FSS 162.09(2)(a)


- a. 5 trees and the Fine is set at \$ 300.00 per violation totaling to \$ 1500.00

7. RESPONDENT IS HEREBY FURTHER NOTIFIED TO REAPPEAR before the Special Magistrate for a compliance hearing on 9 at 9:00 A.M. in the Alcazar Room in City Hall. Your presence will not be necessary if this matter has been satisfactorily resolved and the code inspector has been duly notified and has acknowledged correction of the violation.

8. In the event of a future violation of this "Order Finding Violation," Respondent shall again be notified of a new hearing, at which time the Special Magistrate will review the evidence and impose the fine provided herein, or a maximum fine of \$500 per day, if said violation is determined to have again occurred.

THIS ORDER MAY BE RECORDED IN THE OFFICIAL RECORD BOOKS OF ST. JOHNS COUNTY FORTHWITH AND SHALL CONSTITUTE A LIEN AGAINST THE ABOVE DESCRIBED PROPERTY, AND UPON ANY OTHER REAL OR PERSONAL PROPERTY OWNED BY THE VIOLATOR, PURSUANT TO CHAPTER 162.08 AND 162.09 OF THE FLORIDA STATUTES. YOUR CONTINUED NONCOMPLIANCE CAN RESULT IN FORECLOSURE, JUDICIAL SALE, AND LOSS OF YOUR PROPERTY. THEREFORE, IF FOR ANY REASON YOU ARE UNABLE TO COMPLY WITHIN THE STATED TIME, PLEASE NOTIFY THE CODE ENFORCEMENT INSPECTOR IMMEDIATELY.

DONE AND ORDERED THIS 5TH OF NOVEMBER 2025. In open session at the Alcazar Room, 75 King Street, St. Augustine, Florida.



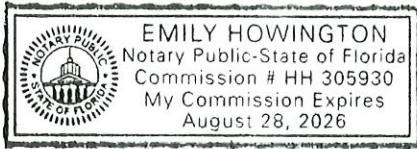
Garrett Olson, Special Magistrate

STATE OF FLORIDA
COUNTY OF ST. JOHNS

City of St. Augustine

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, Garrett Olsen, who is personally known to me who is the person described in and who executed the foregoing instrument and acknowledged before me that she executed the same for the purposes therein expressed.

Witness my hand and official seal, this 5 day of November, A.D., 25.



[Signature]
Notary Public, State of Florida

You have 30 days in which to appeal this order to the Circuit Court of St. Johns County. The Special Magistrate, upon notification by the Code Enforcement Inspector that a previous order of the Board has not been complied with by the set time, may order the violator to pay a maximum fine of \$500 for each day the violation continues past the date set for compliance. A certified copy of an order imposing a fine may be recorded in the public records and thereafter shall constitute a lien against the land on which the violation exists, or upon any other real or personal property owned by the violator; and it may be enforced in the same manner as a court judgment by the Sheriffs of this state, including levy against the personal property, but shall not be deemed to be a court judgment except for the enforcement purposes. After three (3) months from filing of any such liens which remain unpaid, the Special Magistrate may authorize the local governing body attorney to foreclose on the lien.

